

# ***Chapter Meetings***

## **Goals and Ideas for Chapter Meetings**

### **Time and Place of Chapter Meetings**

The time of day and place in which chapter meetings can be held varies according to the schedule of the students and advisors, transportation, facilities, and the distance members must travel to reach their training stations and their homes. An attempt should be made to hold a regular chapter meeting at least once per month. These meetings could be held before or after school, at school or at a locally designated place, such as a restaurant. Many chapters devote a class period or portion thereof on a weekly basis for the transaction of DECA business. It is important to be able to verify how this use of instructional time supports the achievement of identified competencies. Some schools have an "activity period" built into their schedule on a regular basis.

### **Goals for Chapter Meetings**

1. To plan various activities outlined in the Program of Activities.
2. To set up committees to implement various projects.
3. To discuss pertinent issues, opportunities, and challenges.
4. To provide leadership, direction, and motivation for members.
5. To provide professional development activities for members.

### **Sample Agenda for a Chapter Meeting**

- I. Call meeting to order
- II. Roll call of members present
- III. Approval of last meeting's minutes
- IV. Officers' Reports
- V. Unfinished Business
- VI. New Business
- VII. Program Speaker
- VIII. Announcements
- IX. Adjournment.

## **Suggested Officer Positions and Duties**

**PRESIDENT:** Presides over and conducts meetings according to accepted parliamentary procedure. Keeps members and discussion on track. Appoints committees and serves as ex-officio member. Represents the chapter at special school events and to other organizations. Coordinates chapter activities by keeping in close touch with the other officers, the membership, and the advisor. Keeps chapter work moving in a satisfactory manner by following up on progress being made on all activities. Calls special meetings, as needed.

*VICE PRESIDENT:* Assists the President in the discharge of duties. Presides at meetings in the absence of the President. Is prepared to assume the duties and responsibilities of the President, should the need arise. Serves as ex-Officio member on chapter committees. Oversees all committee work and management of assignments.

*SECRETARY:* prepares and reads the minutes of meetings. Provides the President with an agenda for each meeting. Counts and records votes, when taken. Prepares chapter reports. Keeps permanent records of the chapter. Cooperates with the Treasurer in keeping an accurate member roll and issues membership cards. Reads communications at meetings.

*REPORTER:* Develops media lists for chapter mailings. Gathers and classifies chapter news. Prepares news releases and articles for publication in school and local newspaper(s). Acquaints local media personnel with aims and purposes of the organization. Files clipping and pictures of chapter activities and keeps a chapter publicity scrapbook. Assists in maintaining a chapter bulletin board. Assists with planning and arranging of chapter exhibits. Prepares and collects news and feature stories of chapter activities for *DECA Dimensions* and other publications.

*TREASURER:* Keeps financial records neat and current. Devises, with the assistance of the membership and the advisor, appropriate fundraising activities. Encourages membership to pay DECA dues. Assists in preparing an annual statement of estimated receipts and expenditures.